



CLASS SPECIFICATION

Class Code: 0644
Date Est.: 10/1994
Last Rev: 05/2014
Last Title Chg:
FLSA: Exempt
Probation: 12 months

EMERGENCY MEDICAL SERVICES COORDINATOR

DEFINITION

Under direction, coordinate and administer the Emergency Medical Services Oversight Program in Washoe County; plan, develop and implement policies and procedures for program activities; and perform related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A Bachelor's degree from an accredited college or university in Public Administration, Health Administration, Public Health, Emergency Management or a closely related field plus one year of full-time paid experience in emergency medical services or in a clinic, hospital or public health agency that provided an opportunity to acquire entry level knowledge and abilities listed below, and one year of full time administrative experience in human services, health administration, public safety administration or public administration including major responsibilities in grant writing, monitoring of contracts, or budget preparation; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

Requires National Incident Management System (NIMS) certification in NIMS 700, ICS 100, 200, and 800 within one year of appointment; certification in NIMS 300 and 400 required within two years of appointment.

A valid driver's license is required at the time of appointment.

DISTINGUISHING CHARACTERISTICS

This position supports the Emergency Medical Services Program Manager within the Health District and develops emergency medical disaster plans. The incumbent exercises considerable discretion and independent judgment in assisting with planning, coordination and evaluation of district policies, activities and goals; manages the quality assurance compliance program for ambulance service franchise(s) granted by the District Board of Health and the Cities of Reno and Sparks.

SUPERVISION EXERCISED

Exercises no direct supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Manage the quality assurance compliance program for ambulance service franchise(s) granted by the District Board of Health through the development, implementation, and evaluation of policies, procedures, and protocols used to regulate the quality of emergency medical services.

Evaluate the overall performance of the Emergency Medical Services (EMS) system comprised of the franchisee for ambulance services as well as fire first response activities conducted by Washoe County and the Cities of Reno and Sparks; and the dispatch and call transfer functions of the Public Safety Answering Points (PSAPs) operated by Washoe County and the Cities of Reno and Sparks.

Organize Health District medical disaster activities by coordinating planning actions between the Health District and other regional agencies, coordinate post-incident multi-agency debriefings, participate, as requested, in Emergency Operation Center medical activities and collaborate with other health care professionals in the provision of services; participate in disaster preparedness training and exercises as requested by other agencies to determine the necessity and aptness of health care services.

Respond to disasters and emergencies as requested in local and regional Emergency Operation Center to monitor and coordinate medical services activities, in collaboration with other health care professionals, to decrease morbidity and mortality in the community.

Coordinate and support the activities of various advisory boards and committees engaged in emergency medical services by preparing agendas, minutes and correspondence and facilitate meetings; research and write staff reports, make recommendations and presentations, as directed on selected topics; act as liaison/consultant to boards and committees to assure consistency in operations and maintain uniform standards.

Monitor and investigate compliance with franchise conditions for ambulance services, conduct audits and inspections, review reports of complaints, review dispatch records; prepare and present an annual report on franchisee's compliance with terms and conditions, make recommendations for revisions, as necessary.

Review, research and process Environmental Impact requests concerning health care facilities and services in relation to proposed construction projects.

Represent the Emergency Medical Services Program and the Health District in a variety of forums, attend professional conferences, and make presentations to individuals and groups.

Submit annual budget requests and justifications; administer approved budget, monitoring expenditures against budget allocations and approving purchases requisitions; assist with program reviews, providing information as requested by the auditors.

Develop and write grant applications and related documents, including needs assessments and funding projections to be submitted for consideration, maintain required records and prepare necessary reports and provide budget oversight of grant funded projects to enhance emergency medical services at the Health District and the community.

Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

State and local laws, regulations, franchise, and medical standards relating to the provision of emergency medical services.

National Disaster Medical System and Federal agencies that provide medical and health support services.

Department Emergency Management Plan, Emergency Operations Center and other Health District and community related emergency and evacuation plans.

District Health Department operations and services.

Principles of medical disaster planning and theories of emergency management.

Nevada Open Meeting Law.

Departmental/division policies and procedures.

Countywide personnel policies such as Affirmative Action, sexual harassment, discrimination, ADA and EEO.

Computer software specific to the department/division.

Ability to:

Develop, coordinate, implement and evaluate a specialized and comprehensive county-wide emergency medical services program to meet community needs.

Develop and maintain effective working relationships with various public and private groups and organizations involved with emergency medical services.

Act as liaison between senior level management, advisory boards and commissions, and program staff to ensure that all appropriate policies and guidelines are followed.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Principles and practices of emergency medical systems, regulations, and practices.

Principles and practices of program management including planning, budgeting, implementation, evaluation and reporting.

Principles, practices, and methods of organizational budgeting, contract administration, grant applications including sourcing, delivery, and monitoring of budget accounts and grant funding.

Methods and practices utilized in quality assurance programs.

Computer applications including word processing, spreadsheet and data base programs.

Ability to:

Evaluate work priorities, procedures, and processes to determine their effectiveness and efficiency.

Interpret and apply laws, statutes, codes, regulations, policies, and care standards pertaining to Emergency Medical Services.

Collect, compile and analyze data.

Develop and implement recommendations for program development and administration.

Write clear and concise reports, correspondence, minutes, and agendas.

Communicate effectively both orally and in writing.

Establish and maintain constructive working relationships with groups and organizations.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to work in a standard office environment. Ability to lift and move objects weighing up to 10 lbs. Ability to use standard office equipment. Ability to tolerate occasional exposure to infectious disease. May be required to work extended, weekend, holiday and off-hour shifts during emergency/disaster situations or training exercises.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.